



CITY OF HOUSTON
DEPARTMENT OF NEIGHBORHOODS
Inspections and Public Service Division

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APPLICATION FOR RELEASE OF HEARING DOCUMENTS

If an order to secure, repair, or demolish a building has been issued by the Hearing Official, Building Official or the Building and Standards Commission, the order will remain in effect until evidence (certificate of compliance) is presented to Inspections and Public Service Division that the building(s) is/are in compliance with the order. A Certificate of Compliance is issued by the Houston Permitting Center. You are required to show proof of compliance for each building on an order to either repair or demolish. A Certificate of Compliance may be obtained with the Houston Permitting Center at 1002 Washington, Houston, Texas 77002, between the hours of 8:00 am to 4:30 pm, Monday through Friday. ***There is no fee for Release of Order documents.***

Inspections and Public Service Division will issue a Certificate of Compliance for **Minimum Standards, Secure Only and Swimming Pool Orders**. An application may be filed with Inspections and Public Service Division at 7125 Ardmore, Houston, Texas between the hours of 8:00am to 5:00pm, Monday through Friday. Applications can be e-mailed to Matti.Terrell@houstontx.gov or to Tonya.johnson@houstontx.gov

The Certificate of Compliance and a copy of the Order must be attached to the Application.

Any civil penalties assessed by the Hearing Official, Building Official or Building and Standards Commission or any prior charges for weedcutting, demolition, or securing services, must be paid before the Order can be released. To obtain payoff information on weedcutting, demolition, or securing liens, contact the law firm of Linebarger, Goggan, Blair & Sampson, LLP **713-844-3573**.

This application may also be used to request a release of a Notice of Public Hearing, Ordinance, or Bond Agreement. ***The processing time is approximately 5 to 10 working days.***

For general information regarding the release process, please call (832) 394-0600.

Please print or type and provide all information requested.

**APPLICATION FOR RELEASE OF: ☐ ORDER ☐ NOTICE OF HEARING ☐ ORDINANCE ☐ BOND AGREEMENT
☐ NOTICE OF INTENT TO FILE LIEN ☐ PARTIAL RELEASE**

NAME: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

ADDRESS OF BUILDING AS IT APPEARS ON DOCUMENT: _____

DATE ORDER/NOTICE WAS ISSUED: _____ PROJECT # _____

TAX ACCOUNT # _____

IS THE PROPERTY TAX FORECLOSED? ☐ YES, please attach ☐ NO

☐ CONTACT AT ABOVE NUMBER FOR PICK-UP or ☐ MAIL RELEASE TO:

Name

Street / P.O. Box

City State Zip Code

Signature of Applicant

Date

Printed Name of Applicant

<FOR OFFICE USE ONLY>

No Release Fee

Total Number of Releases Processed: _____

Certificate of Compliance Attached ☐ Yes ☐ No

Original Release received by:

(Signature) _____

Date _____

(Printed name) _____

Original Release mailed to address listed above on: _____